



*Embassy of the United States of America*

Republic of Serbia  
Belgrade, June 11, 2013

Dear Prospective Quoter:

SUBJECT: Solicitation Number S-RB100-13-Q-0007

Enclosed is a Request for Quotes (RFQ) for a conference venue, hotel rooms, meals and coffee breaks in support of the GCMC Peace and Stability Operations (PSO) Seminar in Belgrade, September 16-19, 2013. If you would like to submit a quotation, follow the instructions in Section 3 of the solicitation, complete the required portions of the attached document, and submit it to the address shown on the Standard Form 1449 that follows this letter.

The U.S. Government intends to award a contract/purchase order to the responsible company submitting an acceptable quotation at the lowest price. We intend to award a contract/purchase order based on initial quotations, without holding discussions, although we may hold discussions with companies in the competitive range if there is a need to do so.

In order for a quotation to be considered, you must also complete and submit the following:

1. SF-1449 Blocks 17a, 30a, 30b and 30c.
2. Section 1, II. Prices
3. Section 5, Representations and Certifications;
4. Additional information as required in Section 3, Solicitation Provisions.

All responsible sources may submit a response which, if received on time, shall be considered.

Quotations are due by 12:00 noon local time on June 25, 2013.

Direct any questions regarding this solicitation to Zoran Djordjevic by fax +381-11/706-4166.

Sincerely,

Elizabeth Konick  
Contracting Officer